

Champaign County Job Description

Job Title: Senior Court Services Officer

Department: Champaign County Probation and Court Services

Reports To: Supervisor

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - FOP Court Services

Prepared Date: April, 2004

SUMMARY Monitors approximately 60 offenders in a specialized, intensive 12-month program; also can serve as Coordinator of Public Service Work for juvenile and adult offenders.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for seeing that conditions as ordered by the Courts for offenders are monitored.

Enforces special orders of the court that might include monitoring of substance abuse treatment, curfews and home detention as well as electronic monitoring.

Uses assessment tools to determine offender risk, needs and supervision requirements; develops individual supervision plans.

Maintains contacts with law enforcement agencies, members of judiciary, Office of the State's Attorney, Public Defender, employers, local social service agencies, schools and others.

May participate in presentations to groups on justice issues.

Monitors payment of fines, costs and supervision fees.

Conducts investigations and accurately prepares court ordered reports as required by statute or court order.

Maintains case records and statistical data for evaluation purposes and for submission to the Administrative Office of the Illinois courts.

Appears at Court proceedings as directed and provides testimony when necessary.

Implements progressive discipline for non-compliant offenders.

Operates Eyecheck neurological impairment device, obtains urine specimens for analysis/analyzes specimens; collects DNA samples according to policy.

Conducts curfew checks of offenders to ensure that they are home during curfew hours, assess/verify living conditions of offenders.

Makes social service agency referrals for clients; is knowledgeable regarding various community resources and maintains appropriate professional contacts.

May be required to be proficient in the use of weapons and other restraint techniques and equipment.

May be required to utilize weekend and evening shift work for appropriate supervision of offenders.

May obtain public work sites for offenders and coordinate the monitoring of public service work completion for adult and juvenile offenders.

May provide programming for clients to include cognitive, educational and other programming areas, as needed.

SUPERVISORY RESPONSIBILITIES This position does not exercise supervisory responsibility.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree (B. A.) from a four-year college or university and two years of experience in a probation position and/or related field. Requires thorough knowledge of the court system and the available local agencies to work in offenders' best interest. Must contend with varied work schedule and to be flexible in directing client supervision and surveillance officer schedule. Ability to perform all duties and responsibilities of an adult probation officer. Requires knowledge of drug and alcohol treatment problems, community resources and treatment agencies and intervention techniques to address those problems. Must be comfortable working with offenders in a variety of locations, situations and social conditions.

LANGUAGE SKILLS Ability to read, analyze, and interpret data to extract information, to understand professional journals, technical procedures, or governmental regulations. Ability to write reports. Ability to effectively present information by demonstrating ability through a written test and oral interview. Ability to effectively present information to and respond to questions from court personnel, clients and the general public. Ability to communicate with child care professionals and educators.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization doesn't always exist. Ability to interpret a variety of instructions furnished in written, oral or schedule form. Ability to use counseling skills to analyze, synthesize and organize data to extract information.

CERTIFICATES, LICENSES, REGISTRATIONS as required including a willingness to obtain firearms training.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; and talk; or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Potential problems may exist with clients who have not met the standards of their probation and are subject to detention or further sanctions as may be imposed. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.